

Staplegrove Church of England Primary School
Hudson Way
Staplegrove
Taunton
Somerset
TA2 6UP

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Number on roll : 178

For children aged between 4 and 11 years

Headteacher : Mrs Kirsti Nelson

Deputy Headteacher : Miss Katie Triggol

Senior Teacher : Mrs Annette Law

Chair of Governors : Mr Paul Bailey

Local Authority:

Children and Young People's Directorate

Somerset County Council

County Hall

Taunton

TA1 4DY

Telephone : 0845 345 9122

Introduction



The Building and Grounds

Our school is located in a quiet residential area in North West Taunton. We are fortunate to enjoy a secure, spacious, green and tree filled site. The school lends itself to good security as it is totally enclosed by hedges with only one entrance to the site from the main road. All entrances to the school building and external classrooms have coded access.

Currently our school consists of seven classrooms, hall, library area, computer suite, practical areas, 2 small group rooms and administrative offices. Outside we have a spacious playground with play equipment and a large playing field.

School Aims

All the people who share our school have worked together to devise our school aims. Everybody is encouraged to conduct themselves according to these aims and they are core to all that we do in our life together.

- *Make a welcoming and exciting place for everybody.*
- *Share and care for everybody in it.*
- *Develop a love of learning in everybody*
- *Enjoy the wonders of God's world together*

By working together as parents, children, staff and governors we will all reach our full potential.



Teaching Staff

Within each class the children are taught during the day as a whole class, in groups or individually as appropriate. A variety of activities may be taking place in class at any one time and each child is allowed to progress and develop at their own pace. Each class teacher is supported by teaching assistants who provide additional support for the children. Our assistants work very closely with the class teachers and their contribution to school life is considerable.

Here are the teaching team who will take care of your child whilst at Staplegrave. Everyone is very approachable and we look forward to meeting you.

Elm Class

Miss Kirsty Moneagle

Foundation Stage Children

Class Teacher

Beech Class

Mrs Annette Law

Year One Children

Class Teacher

Rowan Class

Miss Melanie Potter

Year Two Children

Class Teacher

Cherry Class

Mrs Jo Harvey

Year Three Children

Class Teacher

Oak Class

Miss Katie Triggol

Year Four Children

Class Teacher

Cedar Class

Mr Alan Sullivan

Year Five Children

Class Teacher

Willow Class

Miss Tracy Bolton

Year Six Children

Class Teacher

Mrs Donna Huddy

Management Cover Teacher for Rowan and Oak

Support Staff

These are the other people in School who support the teaching staff and your children.

Teaching Assistants

Mrs Caroline Banks	Higher Level Teaching Assistant
Mrs Cathy Cramp	Teaching Assistant
Miss Emma Power	Teaching Assistant
Miss Linda Callendar	Teaching Assistant
Mrs Gillian Matthews	Teaching Assistant
Mrs Julie Tilley	Teaching Assistant
Mrs Annabel Giles	Teaching Assistant
Miss Liz Kornacki	Higher Level Teaching Assistant
Mrs Caroline Kornacki	Higher Level Teaching Assistant

School Office

Mrs Claire Law	Office Manager	Monday – Friday 8.45 – 3.00
Mrs Karen Scribbins	Administrative Assistant	Wednesday–Friday 8.45– 3.45

Before School and After School Club

Miss Liz Kornacki
Mrs Louisa Sweet

Lunch Time Supervisors

Mrs Cathy Cramp
Mrs Julie Tilley
Mrs Clare Palmer
Mrs Louisa Sweet

Caretaker and Cleaner

Mr George Hendry	Caretaker
Mrs Clare Palmer	Cleaner

School Governors

Our Governors work closely with myself and the staff here at Staplegrove Church of England Primary School and are actively involved in developing our school and moving it forwards. They monitor important aspects of school life including finance, school premises, staffing, as well as the standards that we pride ourselves on.

Our school very much benefits from the contributions made by the following Governors:

<u>Name</u>	<u>Appointing Body</u>
Mr Paul Bailey (Chair)	Elected Parent
Mrs Karin Sladden (Vice-Chair)	Local Education Authority
Mrs Kirsti Nelson	Headteacher
Miss Jo Anglezarke	Local Education Authority
Mr Bryn Evans	Community
Mrs Lis Treasure	Community
Mrs Claire Chalcraft	Diocesan Board of Education
Mrs Iona Young	Parochial Church Council
Mr Chris Owen	Elected Parent
Mr Jon Peters	Elected Parent
Miss Melanie Potter	Elected Teacher
Mrs Christine Walton	Elected Parent
Mrs Ceri Whiting	Elected Parent
Mrs Caroline Kornacki	Elected Staff
Vacancy	Ex-Officio
Mrs Claire Law	Clerk to the Governors (Non-Voting)
Miss Katie Triggol	Associate (Non-Voting)
Mrs Kate Taylor	Associate (Non-Voting)



Our school logo depicts the tree of life, as described in the Bible (Revelation chapter 22 verse 2), with its 12 crops of fruit to sustain the inhabitants of the new Jerusalem, and its leaves for the healing of the Nations.

Staplegrove as a Church School

Staplegrove is a voluntary controlled Church of England school. This means that the school was set up by the Church and is totally funded by the Local Authority (LA). The teaching staff are in sympathy with the Christian faith as expressed by the Church of England and we maintain close links with our local church, St Johns and with the Diocese of Bath and Wells.

As a church school, we are keen to promote a Christian ethos within our community and to give the children some insight into the spiritual dimension of life.

Religious Education

This is taught in accordance with the LA Agreed Syllabus. We also use Diocesan guidelines as available to church schools. We aim to develop the children's knowledge and understanding of Christianity and some of the other major religions. We also hope to assist pupils in their personal search for meaning and purpose in life through the explorations of human experiences, spirituality, beliefs and values.

Collective Worship

There is an act of worship each day and its pattern and purpose reflect the Christian foundation and character of the school. The arrangements for daily worship are varied. Religious festivals and some celebrations may take place in the local church, St Johns. A Reader from the church visits weekly to lead and share our worship. It is also our intention that children should gain some awareness and understanding of other world religions. Under the provisions of the education Reform act in 1988, all parents have a right to withdraw their child from the school's daily act of collective worship or from religious education. Any parent wishing to withdraw a child from these elements of the curriculum should make a written request through the Headteacher after a meeting.

Admission Policy

At present the school's admission policy is the same as that of the Local Authority (LA). That is there is one admission in September for all the children whose fifth birthday falls in the ensuing academic year. Children attend part-time in the first instance, monitored carefully by our foundation stage teacher to ensure that our new children start their school life happy and confident. The school will notify you of the induction arrangements in the term prior to your child starting at Staplegrove School.

The Planned Admission Number for our school is 29.

All children must by law, start school at the beginning of the term following their fifth birthday.

The LA is the admission authority for this school and places are allocated in accordance with their published arrangements. A copy of these arrangements can be obtained by ringing **Parentline on 0845 6045555**.

Admission in other year groups is the responsibility of the school who liaise with the LA with regard to availability of places and appeals if necessary.

Transfer to Secondary School

At the age of 11, children will transfer to secondary school. In the autumn term before a child is due to transfer, the LA will send parents particulars of all the schools available. To ensure that the transfer from primary to secondary education is an easy one, each child's abilities and likely progress are discussed with the secondary schools concerned. Secondary school teachers will meet the leavers and their class teachers and the children will visit their new school in the summer term before they transfer in the September. A well established liaison and transfer process exists between our school and all the local secondary schools.

Charging Policy

Under the 1988 Education Reform Act, schools are unable to charge for the following:

- Education wholly or mainly during school hours.
- Materials and ingredients for things made in school which pupils or parents do not want to keep.

Charges may be made for the following:

- Individual music tuition which is not part of the syllabus.
- Excursions where a third party is involved.
- Board and lodging where a school activity involves a residential element.
- The exact cost of the “optional extras” that is not connected with the National Curriculum.

Some school activities will only be possible if parents make a voluntary contribution and where this is the case parents will always be informed at the outset. The above represents a brief summary of complex issues and the School will always guarantee that parents are fully informed of the conditions relating to requests for the financial outlay in individual cases.

Complaints Procedure

We hope that any complaints you may have can be resolved by the school. We value relationships with our parents and work hard to build strong links. Therefore we would prefer any complaints, in the first instance, be made to the child’s teacher or headteacher, and it is hoped that in most cases complaints will be resolved at this informal level. However, if attempts to solve complaints at a local level fail, there is an agreed LA Complaints Procedure that should be followed. If the complaint cannot be resolved at local level, then the parent should submit his / her complaint in writing to the Clerk to the Governors (who will acknowledge receipt of the complaint and inform the LA that a complaint has been received). If the matter cannot be resolved by the Governing Body, the complaint can be referred in writing to the LA which will arrange for an investigation to take place.

We hope that any complaints by the parent concerned can be resolved by discussing the matter with an appropriate member of staff. We are all very approachable and friendly. If you require any detailed information on the complaints procedure, full details are available on request from the school.

Education for Children with Additional Needs

Staplegrave is a school that is inclusive in its policies, practises and outlooks. We aim to minimise any barrier children with Special Educational Needs (SEN) have to learning. The children are included and supported for both their educational, physical and emotional needs. There are high expectations for all children and their work is planned accordingly.

The children needing extra support are catered for with regard to the SEN Code of Practice, focussing on early identification and working in partnership with the child, parents and other outside agencies.

The person responsible for co-ordinating SEN is Mrs Kirsti Nelson and the Governor with special responsibility for SEN is Mrs Iona Young.

A full copy of the SEN policy and Code of Practice is available on request from the school.

Gifted and Talented

The school keeps a record of those children who are perceived as achieving approximately a year above age expectation. This is based on ongoing teacher assessments and SATs. The record is updated annually.

These children identified are targeted with differentiated tasks to ensure their needs are met and, on the whole, they are catered for in their own classes. There is a separate policy for Gifted and Talented children.

Child Protection

In our school, there is a designated person who is responsible for child protection. This person is Kirsti Nelson. This person has completed specialist training in terms of recognising possible child abuse or welfare concerns and they follow specified procedures in line with recommendations from the local safeguarding children board. A copy of the school policy on safeguarding children is kept in the school office.

The School Day

Staplegrave Church of England Primary School aims to be a brain friendly school, children are encouraged to bring a water bottle to school each day and to drink throughout the day. Studies have shown that this enhances effective learning.

We start the day at Staplegrave at 8.50am with a 10 minute programme of exercise "Wake and Shake", children and staff are encouraged to participate.

8.45am	Start of arrival time at School
9.00am	Registration
9.10am	Start of Lessons
10.10am	Collective Worship
10.30 – 10.45am	Breaktime
10.45 – 12.15pm	Lessons (Key Stage 1 finish at 12.00)
12.15 – 1.15pm	Lunch
1.15 – 3.15pm	Lessons

Children will be dismissed from their classes onto the playground at 3.15pm. Children in Key Stage 1 will only be released when the teacher has seen the parent or guardian in the playground. If another adult is to collect your child please inform the class teacher or the School Office in advance.

Only Year 5 and 6 children are allowed to walk home on their own, written permission must be requested from the headteacher.

Healthy School

Staplegrave Church of England Primary School encourages all pupils and staff to lead a healthy lifestyle. The good habits we can teach to children will be life long skills. We are currently working towards gaining our healthy school status which includes encouraging children to be aware of the importance of :

- a) Personal, social and health education.
- b) Healthy eating.
- c) Physical activity.
- d) Emotional health and well being.

As a healthy school we encourage children to walk or cycle to school. A travel plan is currently being developed and appropriate facilities will be provided. It is

school policy that any children cycling to school must wear an appropriate cycle helmet and be accompanied by an adult, unless they are in Year 5 and 6.

A few cycle racks are provided at the front of the school, we recommend you bring a secure lock to use.

People who have to drive to school are kindly requested to park outside the school grounds but with consideration to our neighbours and to the safety of children walking or cycling. Please do not park in the entrance to the school even if just dropping off or picking up.

Breaktime Snacks

Children in Elm, Beech and Rowan classes are all provided with a piece of fresh fruit or vegetable for their break times, at no charge. The daily choice is displayed on Elm class door. If a child does not like the choice please send in an alternative piece of fruit or vegetable.

Children in Cherry, Oak, Cedar and Willow classes are encouraged to bring in a piece of fresh fruit or vegetable for break times.

All children have the opportunity to have a drink of milk at break time as well. If you would like your child to receive a carton of semi-skimmed milk you will need to register with Coolmilk online at www.coolmilk.co.uk or by telephone on 0800 3897157. All children aged under 5 years old receive their milk free.

School Lunches

At our school children have the choice of bringing their own packed lunch or to have a meal provided. The children eat in two sittings in the main hall, it is regarded as a social time and the children sit with their friends regardless of what they are eating.

Children having a school meal are offered a choice of a hot meal, salad, vegetarian or sandwich option supplied by Somerset County Services (SCS), at a cost of £1.80 per meal. Menus are sent out each Monday -2 weeks in advance and need to be returned to school by Friday of that week. Meals can be ordered in a weekly block or for individual days as required, in advance. Children entitled to a free school meal still need to return the completed menu by the deadline; if this is not returned then a hot meal and dessert for each day will be ordered. Please make cheques payable to SCS. Please notify the School Office by 9.20am in order to cancel meals with the catering company if your child will be absent from school, in order that a refund can be given.

Free school meals are available to children whose parents are financially eligible, i.e., in receipt of income support and / or job seekers allowance, child tax credit. Please contact the School Office for further details.

Before and After School Clubs - Grovers

The school runs a before school club starting at 8.00am every school day, it is run by Miss Liz Kornacki and Mrs Louisa Sweet in our resource area. There is a charge of £1.50 per session, the children are taken to their classrooms at 8.45am ready for their school day to start. Parents do need to bring their children up to the classroom to ensure their safety.

Similarly the school runs an after school club in the resource area every school day, this operates between 3.15pm to 5.00pm. The children are collected from the school playground and a range of activities are provided by Mrs Louisa Sweet and Miss Liz Kornacki. Drinks and a small snack are included. A booking form and further details of cost and policies can be collected from the School Office.

The children can attend the after school club after attending an after school activity as listed below.

After School Activities

All clubs run from 3.15pm until 4.30pm.

Monday	Recorders (From Year 3) French Club (Years 3, 4, 5, & 6)
Tuesday	Tag rugby (Years 4, 5 & 6)
Wednesday	Football (Years 4, 5 & 6)
Thursday	Dance Aerobics and Singing (Years 3,4, 5 & 6)
Friday	Multi skills (Years 1 & 2)

There is a charge for these activities. Please collect information regarding booking of these activities from the school office.

Day Time Activities

Monday	Recorders / Flute Tuition and Choir
Tuesday	Guitar / Piano Tuition French Lunchtime Club

There is a charge for these activities which are taught by external providers. Please collect information regarding booking of these activities from the school office.

Friends of Staplegrove School (FOSS)

This Association is made up of parents, governors, staff and other members of the community who have the well-being of the school at heart.

FOSS helps the school by organising social and fund raising events and providing help and support in a variety of ways. We would appreciate your support in all their activities. Please contact the school for names of current FOSS committee members. The work that this group of people achieves is so beneficial to the lives of us all here at school.

Recently FOSS raised enough money to buy the school some large wooden climbing apparatus that really enhances playtime.

Attendance & Holidays

If your child is absent from school at any time it is essential that you notify the School Office by telephone or in person by 9.00am at the latest, this is to enable us to ensure the safety of all children in our care. If we have not received notification, we will contact you by telephone on that day. Please contact us again to confirm if your child is likely to be away from school for several days due to illness.

The children must be in school at 8.55am and the register will be taken in their class. If you arrive after this time, you need to report to the school office and the child will be taken to their class and marked as "late".

If your child needs to be taken out of school during the school day for appointments or other circumstances please notify the class teacher or the school office in advance. Children will need to report to the school office to sign out before leaving the premises or to sign in on their return.

Any parents visiting the school between the hours of 9.00am – 3.00pm must report to the school office. Please note that parents should not be on the school premises to collect their child at the end of the day until 3.00pm at the earliest as P.E. lessons take place on the playground until this time.

Holidays will only be authorised in term time if exceptional circumstances exist, permission must be requested from the Headteacher in advance by completing a holiday form, available from the school office. Holidays taken in term time that are not authorised will be noted by the Education Social Worker who monitors

attendance. They will approach any family where unexplained absences or long periods of absence are noted and could issue fines.

Currently our rate of authorised absences is XXX

Currently our rate of un-authorised absences is XXX

Houses

Each child is placed into one of the following houses:

- a) Brendons – Blue
- b) Blackdowns – Green
- c) Mendips – Yellow
- d) Quantocks – Red

Brothers and sisters are always placed in the same house. House points are given out regularly for effort, good work or a particularly kind or helpful act etc. The children wear t-shirts in the colour of their house for PE.

School Uniform / Lost Property

Our school uniform is important to us because it gives us an identity and a feeling of belonging. We wear our uniform with pride. Please support us by following our uniform code.

Basic school uniform can be obtained at various stores in Taunton, but our current supplier of all uniforms, including sweatshirts and cardigans with logos, is the National Schoolwear Centre, 144 East Reach, Taunton. (Telephone : 01823 278080).

Please ensure all your child's property is clearly marked with their name.

School Uniform

- a) Grey Trousers / Skirt / Pinafore. In the Summer girls can wear Navy/ White Gingham Check Dress and boys can wear Shorts).
- b) Navy Blue Cardigan or Sweatshirt.
- c) White or Pale Blue Polo Shirt.
- d) Black shoes – flat, sensible, supported style (not trainers).

Children should not wear any jewellery apart from one stud earring per ear and a watch. They will be asked to remove these for P.E. Hairbands should be simple and in school colours – blue / white / black. There is a school book bag also available from the uniform shop.

P.E. Kit

- a) Navy Blue Shorts.
- b) T-shirt in the colour of your child's house.
- c) Plimsolls (trainers can be worn by Year 5 & 6).
- d) PE Bag.

Swimming (please note that earrings are not to be worn)

- a) Swimming Trunks (not cut off jeans or Bermuda shorts) / Costume (not Bikini).
- b) Towel.
- c) Goggles (if required).
- d) Swimming Bag.

Insurance

Parents should be aware that:

- a) The LA only provides cover against proven or agreed negligence by the Authority and its employees.
- b) Parents should consider making their own insurance arrangements for personal accident cover for their own children for school activities in the UK.

Reporting Childrens' Progress

There is an opportunity each term to see your child's work and meet their teacher. One is held approximately half way through the Autumn Term to view the work the children have done so far and find out how they have settled into their new class. The second is held in the Spring Term and in the final term there is an opportunity to discuss any problems with your child's report and to meet your child's next teacher.

Teachers display a list of available appointment times. You will need to arrange a time to see them on these evenings. On this evening your child's work will be on display in the hall and you will collect from the hall and taken to your appointment by one of our Year 6 Prefects.

Parents are of course free to make an appointment to see their child's class teacher at any time throughout the school year.

A written report will be provided for you at the end of the Summer Term summarising your child's progress and attainment.

School Office

The School Office is open on Monday and Tuesday 8.45am to 3.00pm and Wednesday, Thursday and Friday from 8.45am to 3.45pm. At lunchtimes there is cover provided by the Year 6 children to take messages.

Any cheque payments to the school should be as follows:

- a) School Dinners – SCS.
- b) Before / After School Clubs – Staplegrove CofE Primary School.
- c) After School Activities / School Trips - Staplegrove CofE Primary School.
- d) Friends of Staplegrove School – FOSS.

There is a newsletter sent to parents, one per family – distributed to the eldest child, at the beginning of every month. Other letters are sent when required to the individuals and classes. Should you require any extra copies they are available to collect from the School Office.

First Aid and Medication

It is our policy that all of our staff are trained first aiders who are able to give guidance on medication and first aid in school in order to ensure our childrens' safety and well being. We have two fully qualified first aiders who are Miss Linda Callendar and Miss Liz Kornacki.

Playground knocks

- When children are unwell or have suffered an injury we take great care to ensure that they are comforted, reassured and made comfortable. A trained first aider will always spend time with your children. This is recorded in our accident book.
- If a child has suffered any knock to the head then a note will be completed and sent home. If there are signs of bruising or anything that causes concern then a phone call will be made to a parent or the next contact number on the list. The staff will always try to speak to a parent collecting a child who has received an ordinary knock to the head to explain the circumstances in which the knock occurred.
- When there are knocks to the body that result in significant bruises or cuts then a note will accompany the child home and the teacher will try to speak with any parents who collect their child from school.
- If there are any doubts or concerns then we will always try to contact a parent so that you are able to decide what you think is best for your child in the circumstances.

Illness and Medication

The following will help clarify the schools policy on medication and illnesses, so that you can make informed decisions about whether to send your child to school or not.

- If a child has suffered diarrhoea or vomiting they must be kept away from school for **at least 24 hours** after the last episode.
- If children have conjunctivitis they need to be kept away from school until the infection begins to subside and they have seen a doctor.
- If children have impetigo they need to be kept away from school for at least 7 days. The child will need to see a doctor. After treatment scabs need to be dry before returning to school. (Younger children may need longer).
- If a child has chicken pox or measles the spots must be scabbed over and dry, and the child well in themselves without a temperature, before returning to school.
- If a child is on **a course of antibiotics they need to have had at least three days** of the treatment and be well in themselves before returning to school.
- If a child is on a course of antibiotics remaining to be given and they need a lunchtime dose, then a **single measured dose** can be given to the class teacher in a **named container with instructions**. Whole bottles of antibiotics will not be accepted in school.
- We are not able to administer or store any creams, sun creams, lotions or ointments. Similarly Calpol, Paracetamol, Neurofen, and Ibuprofen also cannot be administered or stored in school. If your child needs these while at school you are welcome to come and apply them yourself at an appropriate time.
- If your child is asthmatic and needs to have an inhaler kept in school we ask that it is marked with the child's name and correct dose. Inhalers do go out of date so need to be checked regularly. The school keeps a record of any asthma medication doses that have been administered.